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Web-based training courses are listed by user role with required courses indicated.

ROLE: Requester

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-102	Creating and Managing Exceptions
OPS-RP-109	Submitting Goods and Services Requests	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-RP-105	Creating and Submitting Purchase Requisitions	OPS-RP-103	Creating Receipts and Returns
OPS-EP-100	Running and Accessing Reports		

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Web-Based Training By Role

ROLES: Requisitioner and Requisitioner (On Behalf Of)

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-102	Creating and Managing Exceptions
OPS-RP-105	Creating and Submitting Purchase Requisitions	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-RO-111	Reviewing and Updating Purchase Requisitions	OPS-RP-106	Creating Blanket Orders and Adding Subscription/Milestone Terms
OPS-RP-113	Reviewing and Managing Purchase Orders	OPS-RP-103	Creating Receipts and Returns
OPS-RP-101	Creating and Awarding Quick Quotes		
OPS-EP-100	Running and Accessing Reports		

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ROLE: Quick Quote Procurement User

Core Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)
OPS-RP-101	Creating and Awarding Quick Quotes

ROLE: Central Receiver

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-102	Creating and Managing Exceptions
OPS-RP-103	Creating Receipts and Returns	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-EP-100	Running and Accessing Reports		

ROLE: Procurement Agency Approver

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-RP-105	Creating and Submitting Purchase Requisitions		
OPS-RP-108	Approving Purchase Requisitions		
OPS-RP-113	Reviewing and Managing Purchase Orders		
OPS-EP-100	Running and Accessing Reports		

ROLES: Fiscal Agency Reviewer, Supervisor, and Final Agency Approver

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-RP-108	Approving Purchase Requisitions		
OPS-EP-100	Running and Accessing Reports		

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ROLES: Agency Admin and State Admin

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-101	Bidder Registration and Reviewing EOD Documentation
OPS-RP-109	Submitting Goods and Services Requests	OPS-SM-102	Creating and Managing Exceptions
OPS-RP-105	Creating and Submitting Purchase Requisitions	OPS-SM-103	Creating and Managing Improvement Plans
OPS-RO-111	Reviewing and Updating Purchase Requisitions	OPS-SM-104	Reviewing and Closing Exceptions
OPS-RP-108	Approving Purchase Requisitions	OPS-SM-105	Creating and Finalizing Performance Evaluations
OPS-RP-113	Reviewing and Managing Purchase Orders	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-RP-101	Creating and Awarding Quick Quotes	OPS-RP-106	Creating Blanket Orders and Adding Subscription/Milestone Terms
OPS-SC-102	Introduction to Sourcing	OPS-RP-103	Creating Receipts and Returns
OPS-SC-103	Introduction to Contracting	OPS-SC-101	Managing Hosted Catalogs
OPS-EP-100	Running and Accessing Reports		

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Web-Based Training By Role

ROLE: SME Reviewer

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-RP-108	Approving Purchase Requisitions		
OPS-EP-100	Running and Accessing Reports		

ROLE: Contract Analyst

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-102	Creating and Managing Exceptions
OPS-SC-101	Managing Hosted Catalogs	OPS-SM-103	Creating and Managing Improvement Plans
OPS-EP-100	Running and Accessing Reports	OPS-SM-104	Reviewing and Closing Exceptions
OPS-SC-102	Introduction to Sourcing	OPS-SM-105	Creating and Finalizing Performance Evaluations
OPS-SC-103	Introduction to Contracting	OPS-SM-106	Completing Performance Evaluation Questionnaires

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ROLE: Catalog Analyst

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-106	Completing Performance Evaluation Questionnaires
OPS-SC-101	Managing Hosted Catalogs		
OPS-EP-100	Running and Accessing Reports		

ROLE: Procurement Manager

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-102	Creating and Managing Exceptions
OPS-EP-100	Running and Accessing Reports	OPS-SM-103	Creating and Managing Improvement Plans
OPS-SC-102	Introduction to Sourcing	OPS-SM-104	Reviewing and Closing Exceptions
OPS-SC-103	Introduction to Contracting	OPS-SM-105	Creating and Finalizing Performance Evaluations
		OPS-SM-106	Completing Performance Evaluation Questionnaires

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ROLE: EOD Compliance Specialist

Core Courses		Secondary Courses	
OPS-SM-100	Accessing and Navigating Ohio Buys (State Users)	OPS-SM-101	Bidder Registration and Reviewing EOD Documentation
OPS-EP-100	Running and Accessing Reports	OPS-SM-106	Completing Performance Evaluation Questionnaires